



City of NORFOLK

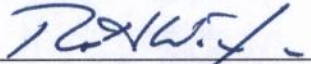
C: Dir., Department of City Planning

To the Honorable Council
City of Norfolk, Virginia

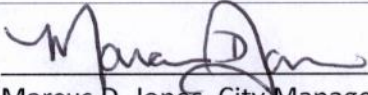
October 13, 2015

From: George M. Homewood, AICP, CFM, Planning Director

Subject: **Special exception for the operation of an indoor flea market at 5685 E Virginia Beach Boulevard– The Looking Glass Artisan Boutique and Gift Shop**

Reviewed: 
Ronald H. Williams, Jr., Deputy City Manager

Ward/Superward: 4/7

Approved: 
Marcus D. Jones, City Manager

Item Number: **R-6**

- I. **Staff Recommendation:** Approval.
- II. **Commission Action:** By a vote of **7 to 0**, the Planning Commission recommends **Approval**.
- III. **Request:** Special exception – indoor flea market
- IV. **Applicant:** Cheri Smith
- V. **Description:**
 - Granting this request will allow The Looking Glass Artisan Boutique and Gift Shop to open an indoor flea market in an existing office building.
 - The indoor flea market will sell merchandise from local artists, craftsmen and “upcyclers/refurbishers”

	Proposed
Hours of Operation	9:00 a.m. until 6:00 p.m., Monday through Friday 9:00 a.m. until 5:00 p.m., Saturday 10:00 a.m. until 4:00 p.m., Sunday

Staff point of contact: Chris Blough at 664-6771, christopher.blough@norfolk.gov

Attachments:

- Staff Report to CPC dated September 24, 2015 with attachments
- Proponents and Opponents
- Ordinances

Proponents and Opponents

Proponents

Cheri Smith – Applicant
5685 E. Virginia Beach Boulevard
Norfolk, VA 23502

Opponents

None



City of NORFOLK

Planning Commission Public Hearing: September 24, 2015

Executive Secretary: George M. Homewood, AICP, CFM

Planner: Chris Blough

JS

CB

Staff Report	Item No. 8	
Address	5685 East Virginia Beach Boulevard	
Applicant	The Looking Glass Artisan Boutique and Gift Shop	
Request	Special Exception	Indoor Flea Market
Property Owner	Robert Carol Coleman Living Trust	
Site Characteristics	Site Area/Space	18,027/3,287 sq. ft.
	Zoning	C-2 (Corridor Commercial)
	Neighborhood	Poplar Hall
	Character District	Suburban
Surrounding Area	North	C-2: United States Citizen and Immigration Services Norfolk Field Office
	East	C-2: Norfolk Professional Firefighters Union Hall
	South	C-2: Mobile Home Park
	West	C-2: Kim's Hair Salon



A. Summary of Request

- Granting this request will allow The Looking Glass Artisan Boutique and Gift Shop to open an indoor flea market in an existing office building.
- The indoor flea market will sell merchandise from local artists, craftsmen and “upcyclers/refurbishers”

B. Plan Consistency

The proposed special exception is consistent with *plaNorfolk2030*, which designates this site as commercial.

C. Zoning Analysis

i. General

The site is zoned C-2 which permits the proposed use by special exception.

	Proposed
Hours of Operation	9:00 a.m. until 6:00 p.m., Monday through Friday 9:00 a.m. until 5:00 p.m., Saturday 10:00 a.m. until 4:00 p.m., Sunday

ii. Parking

- The site is located in the Suburban Character District, which requires one parking space per 250 square feet of enclosed building area for commercial uses.
 - The 3,287 square-foot proposed space must provide 13 parking spaces.
- The site complies with current parking requirements.

iii. Flood Zone

The property is in the X Flood Zone, which is a low risk flood zone.

D. Transportation Impacts

- Institute of Transportation Engineers (ITE) figures estimate that this use will generate 208 new vehicle trips per day.
 - Based upon ITE data, the prior office and storage uses on this site would be expected to generate 44 weekday trips while the proposed new flea market operation would be expected to generate 252 trips on weekdays.

E. Impact on the Environment

There are no opportunities to provide additional landscaping or a reduction in impervious surfaces.

F. Impact on Surrounding Area/Site

- By requiring this use to conform to the conditions listed below, the proposed indoor flea market should not have a negative effect on the surrounding offices or neighborhood.
- There were no calls for service made at this location over the past year.

G. Payment of Taxes

The owner of the property is current on all real estate taxes.

H. Civic League

Notice was sent to the Poplar Hall Civic League on August 12.

I. Communication Outreach/Notification

- Legal notice was posted on the property on August 18.
- Letters were mailed to all property owners within 300 feet of the property on September 10.
- Legal notification was placed in *The Virginian-Pilot* on September 10 and September 17.

J. Recommendation

Staff recommends that the special exception request be **approved** subject to the conditions shown below:

1. The hours of operation shall be from 9:00 a.m. until 6:00 p.m. Monday through Friday, 9:00 a.m. until 5:00 p.m. Saturday, and 10:00 a.m. until 4:00 p.m. Sunday. No operation of this facility outside of these hours is allowed.
2. No merchandise shall be left, dropped off, stored or displayed outdoors.
3. There shall be no auctions for the sale of merchandise.

Attachments

Location Map
Zoning Map
Application
Notice to the Poplar Hall Civic League
Landscaping Plan


Proponents and Opponents

Proponents

Cheri Smith – Applicant
5685 E. Virginia Beach Boulevard
Norfolk, VA 23502

Opponents

None

Form and Correctness Approved: 

By 

Office of the City Attorney

Contents Approved:

By 

DEPT.

NORFOLK, VIRGINIA

ORDINANCE No.

AN ORDINANCE GRANTING A SPECIAL EXCEPTION TO PERMIT THE OPERATION OF AN INDOOR FLEA MARKET NAMED "THE LOOKING GLASS" ON PROPERTY LOCATED AT 5685 EAST VIRGINIA BEACH BOULEVARD.

- - -

BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- That a Special Exception is hereby granted to permit the operation of an indoor flea market named "The Looking Glass" on property located at 5685 East Virginia Beach Boulevard. The property which is the subject of this Special Exception is more fully described as follows:

Property located on the southwest corner of East Virginia Beach Boulevard and Firefighter Court fronting 127 feet, more or less, along the southwestern line of Firefighter Court beginning 220 feet, more or less, from the eastern line of Ripplemead Lane and extending southeastwardly; property also fronts 99 feet, more or less along the northern line of McCabe Lane beginning 216 feet, more or less, from the eastern line of Ripplemead Lane and extending eastwardly; premises numbered 5685 East Virginia Beach Boulevard.

Section 2:- That the Special Exception granted hereby shall be subject to the following conditions:

- (a) The hours of operation shall be limited to 9:00 a.m. until 6:00 p.m. Monday through Friday, from 9:00 a.m. until 5:00 p.m. on Saturday, and from 10:00 a.m. until 4:00 p.m. on Sunday. No use of the facility outside of the hours of operation listed herein shall be permitted.
- (b) The entry gate extending from the northeast corner of the building to the eastern property line shall be removed.

- (c) All razor wire visible from the public right-of-way shall be removed.
- (d) No merchandise shall be left, dropped off, stored, or displayed outdoors.
- (e) There shall be no auctions for the sale of merchandise.

Section 3:- That the City Council hereby determines that the Special Exception granted herein complies with each of the requirements of § 25-7 of the Zoning Ordinance of the City of Norfolk, 1992 (as amended), namely that:

- (a) The proposed use and development will be in harmony with the objectives and policies of the adopted general plan and with the general and specific purposes for which this ordinance was enacted and for which the regulations of the district in question were established;
- (b) The proposed use and development will not substantially diminish or impair the value of the property within the neighborhood in which it is located;
- (c) The proposed use and development will not have an adverse effect upon the character of the area or the public health, safety and general welfare. Conditions may be applied to the proposed use and development, as specified in section 25-8 below, to mitigate potential adverse impacts;
- (d) The proposed use and development will be constructed, arranged and operated so as not to interfere with the use and development of neighboring property in accordance with the applicable district regulations;
- (e) The proposed use and development will be served adequately by essential public facilities and services such as streets, public utilities, drainage structures, police and fire protection, refuse disposal, parks, libraries, and schools;
- (f) The proposed use and development will not cause undue traffic congestion nor draw significant

amounts of traffic through residential streets;

- (g) The proposed use and development will not result in the destruction, loss or damage of natural, scenic or historic features of significant importance;
- (h) The proposed use and development will not cause substantial air, water, soil or noise pollution or other types of pollution which cannot be mitigated;
- (i) The proposed use and development will not cause a negative cumulative effect, when its effect is considered in conjunction with the cumulative effect of various special exception uses of all types on the immediate neighborhood and the effect of the proposed type of special exception use on the city as a whole;
- (j) The proposed use and development complies with all additional standards imposed on it by the particular provisions of the ordinance authorizing such use; and
- (k) No application for a special exception shall be recommended or granted until any and all delinquent real estate taxes owed to the City of Norfolk on the subject property have been paid.

Section 4:- That this ordinance shall be in effect from the date of its adoption.

Location Map

E VIRGINIA BEACH BOULEVARD

E VIRGINIA BEACH BOULEVARD

ADMINISTRATIVE HIGHWAY

FIREFIGHTER COURT

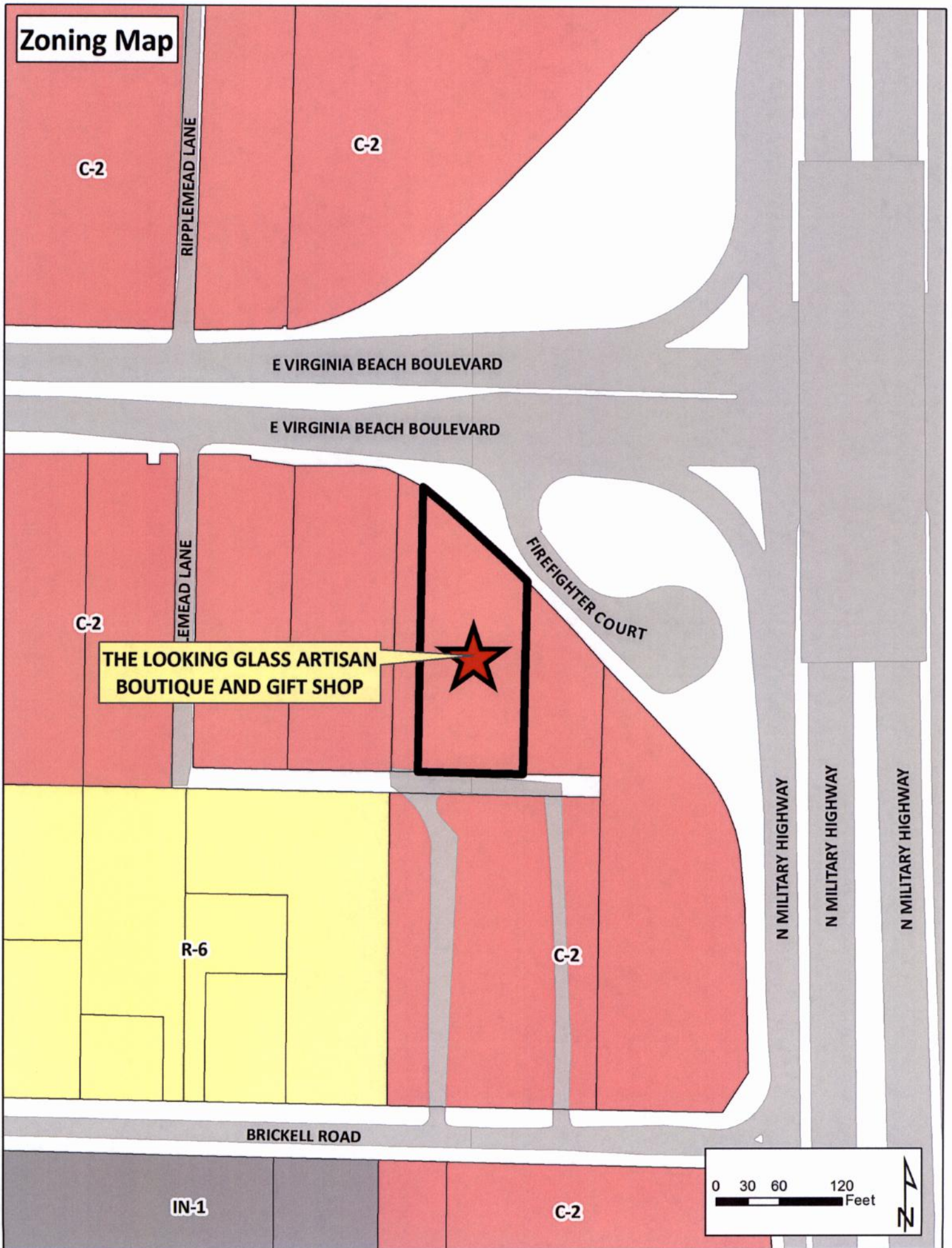
**THE LOOKING GLASS ARTISAN
BOUTIQUE AND GIFT SHOP**



0 15 30 60
Feet



Zoning Map





APPLICATION SPECIAL EXCEPTION

Special Exception for: Flea Market

Date of application: 7/15/15

DESCRIPTION OF PROPERTY

Property location: (Street Number) 5685 (Street Name) E. Virginia Beach Blvd.

Existing Use of Property Business/Office Space Zoned C2

Current Building Square Footage 3287 + Storage Building (mini) 2582

Proposed Use

Utilize existing office building for retail sales
of our local artist, crafters, and upcyclers/refurbishers
Creations and merchandise.

Proposed Square Footage same

Proposed Hours of Operation:

Weekday From 9:00am To 6:00pm

Friday From 9:00am To 6:00pm

Saturday From 9:00am To 5:00pm

Sunday From 10:00am To 4:00pm

Trade Name of Business (If applicable) ~~The Looking Glass~~ The Looking Glass

~~Boutique~~ Boutique and Gift Shop
Artisan

DEPARTMENT OF CITY PLANNING

810 Union Street, Room 508

Norfolk, Virginia 23510

Telephone (757) 664-4752 Fax (757) 441-1569

(Revised January, 2015)

CIVIC LEAGUE INFORMATION

Civic League contact: Marvin Rawns mabob-rawns@yahoo.com

Date(s) contacted: 1st VoiceMail Message 7/15/05-9568/E-mail on 7/21 + 7/28

Ward/Super Ward information:

CERTIFICATION:

I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge:

ROBERT CARROLL ON BEHALF
Print name: ROBERT CARROLL Sign: [Signature] 7/15/2015
(Property Owner or Authorized Agent of Signature) (Date)

COLEMAN LIVING TRUST
DATED NOV 18, 2010
Print name: Cheri Smith Sign: [Signature] 7/15/2015
(Applicant) (Date)

ONLY NEEDED IF APPLICABLE:

Print name: _____ Sign: _____ / ____ / ____
(Authorized Agent Signature) (Date)

August 3, 2015

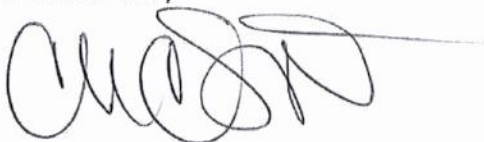
RE: Special Exception Application

I would like to provide you with some information regarding my proposed business use for the office building located at 5685 E. Virginia Beach Blvd. The current building is zoned C-2 and has been utilized as an office building for the last 25 years. I am currently requesting the special exception to utilize the existing building as retail space that will specialize in displaying and selling merchandise created by our local artist within the Hampton Roads area. We will be utilizing the existing building as-is with the exception of removing some interior doors to allow for an easier walking area and flow for our customers.

I was advised during my initial meeting with the Planning Department that a special exception would be required as some of our merchandise would be up-cycled merchandise. Our merchandise will range from pottery, artist paintings, hand made jewelry, up-cycled furniture, new furniture, pallet furniture, outdoor sculptures, glass bottle art, etc. With the up-cycled furniture being considered used, we were advised that the business would need to be classified as a flea market. I want to ensure you that the look and feel of this store will be far from a typical flea market feel. We will be set up as a boutique and gift shop with an inviting and professional environment. I have included a few sample pictures for your reference as well.

If you have any questions or concerns, please feel free to contact me.

Thank You,

A handwritten signature in black ink, appearing to read 'Cheri Smith', with a long horizontal line extending to the right.

Cheri Smith
(757)439-4700

From: Cheri Smith fairfair27@verizon.net
Subject: Fwd: Poplar Hall Civic League - Inquiry
Date: July 28, 2015 at 9:36 AM
To: mabob rawls@yahoo.com



Hi Mr. Rawls,

I wanted to follow-up with you regarding my email last week. I will be submitting the application on Monday, August 3rd and would like to know if you have any questions for me in regards to the requested use of the commercial space prior to submitting the application.

Feel free to contact me if so.

Thank You,

Cheri Smith
Cell Phone 757-439-4700

Begin forwarded message:

From: Cheri Smith <fairfair27@verizon.net>
Subject: Poplar Hall Civic League - Inquiry
Date: July 21, 2015 at 3:57:51 PM EDT
To: mabob rawls@yahoo.com

Hi Mr. Rawls,

I was provided your information as a contact for the Poplar Hall Civic League. I am in the process of submitting a Special Exception application to the City of Norfolk for a building within your district. The building address is 5685 E. Virginia Beach Blvd. I am interesting in renting out the existing building for Retail Sales space (i.e boutique/ gift shop). I met with the city planning office last week to discuss my plans and will be submitting the application before the 8/10/15 due date for their next planning meeting. We were advised that since our sales would be for new and used/up-cycled merchandise that the city would have to categorize our business as a flea market. I am available for questions you may have, at your convenience.

The existing building will be a Retail Artesian Boutique / Gift Shop which will specialize in displaying and selling merchandise from our local artists. (for example: pottery, artist paintings, hand made jewelry ,up-cycled furniture, new furniture, pallet furniture, outdoor sculptures, glass bottle art, lamps, etc). Merchandise would be displayed in a professional retail environment, not in a stall format like you see in our local flea markets.

Please feel free to contact me at your earliest convenience with any questions you may have.

Please note that I did leave you a voicemail on 7/15 with my contact information. I have provided it below for your reference as well.

Cheri Smith
Cell Phone - 757-439-4700

Building Owner is Robert Coleman
Cell Phone - 757-439-1200

Thank You,

Cheri Smith



SAMPLE



SAMPLE

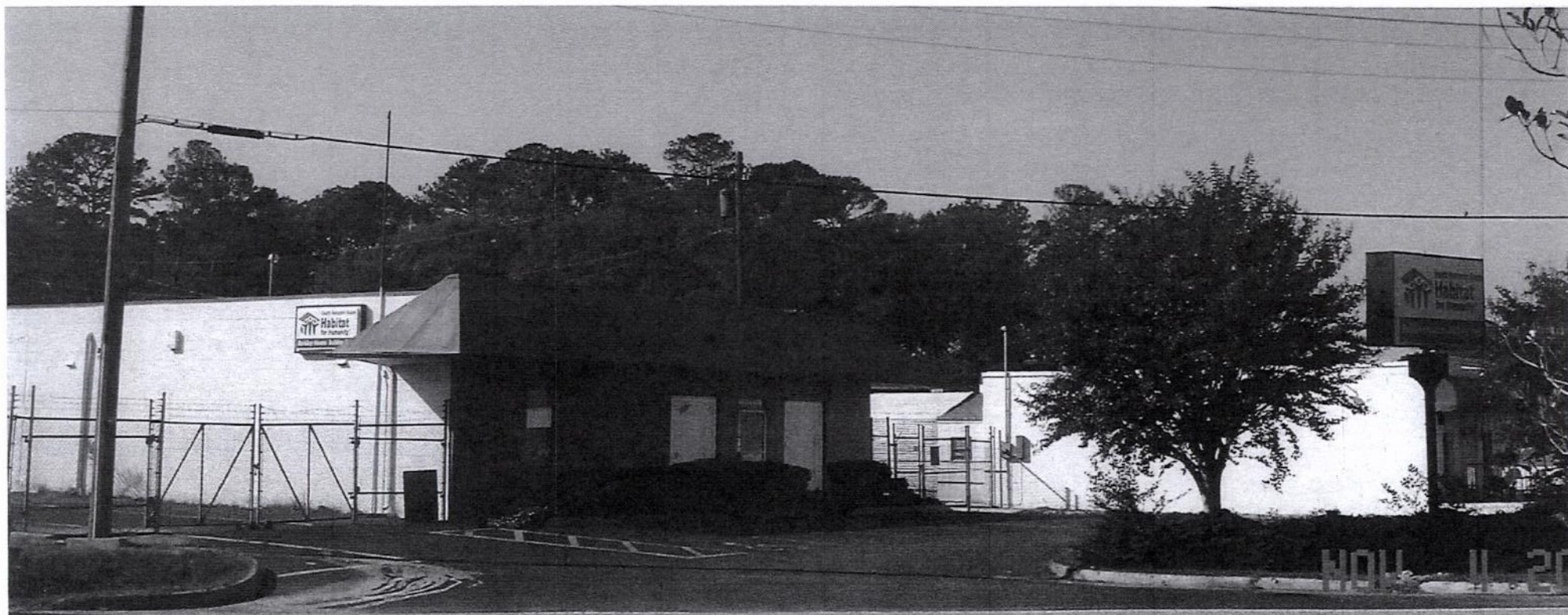


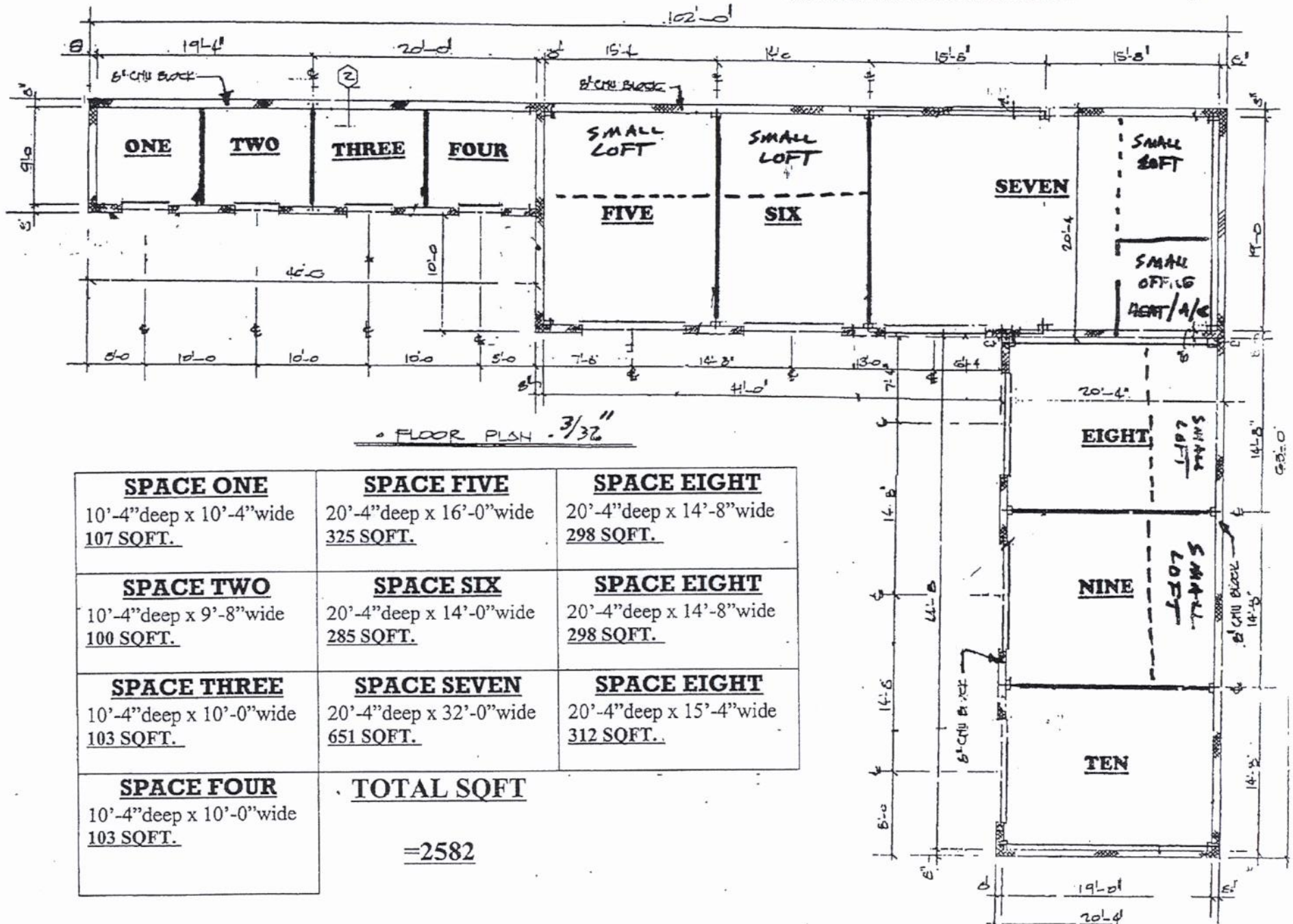
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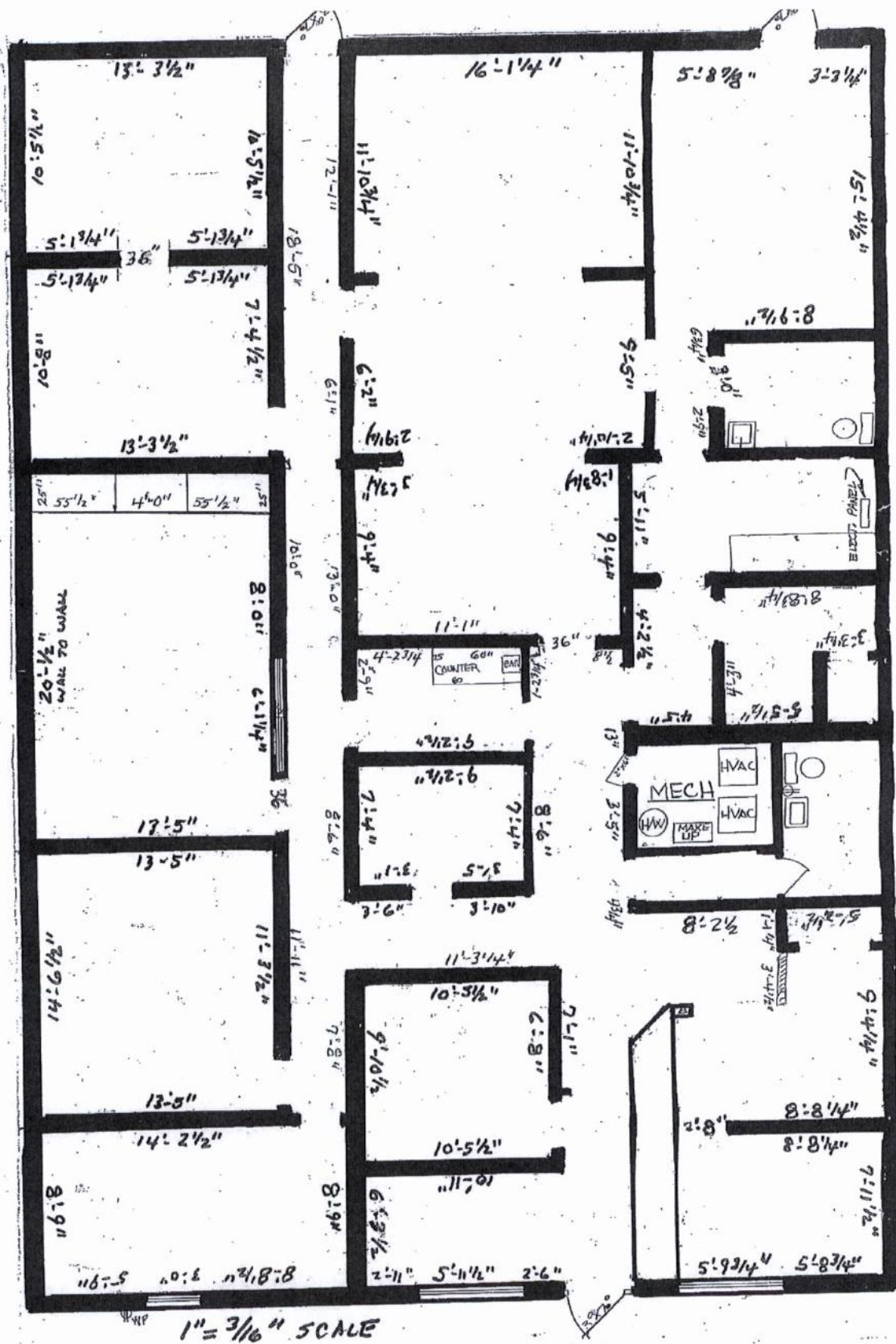


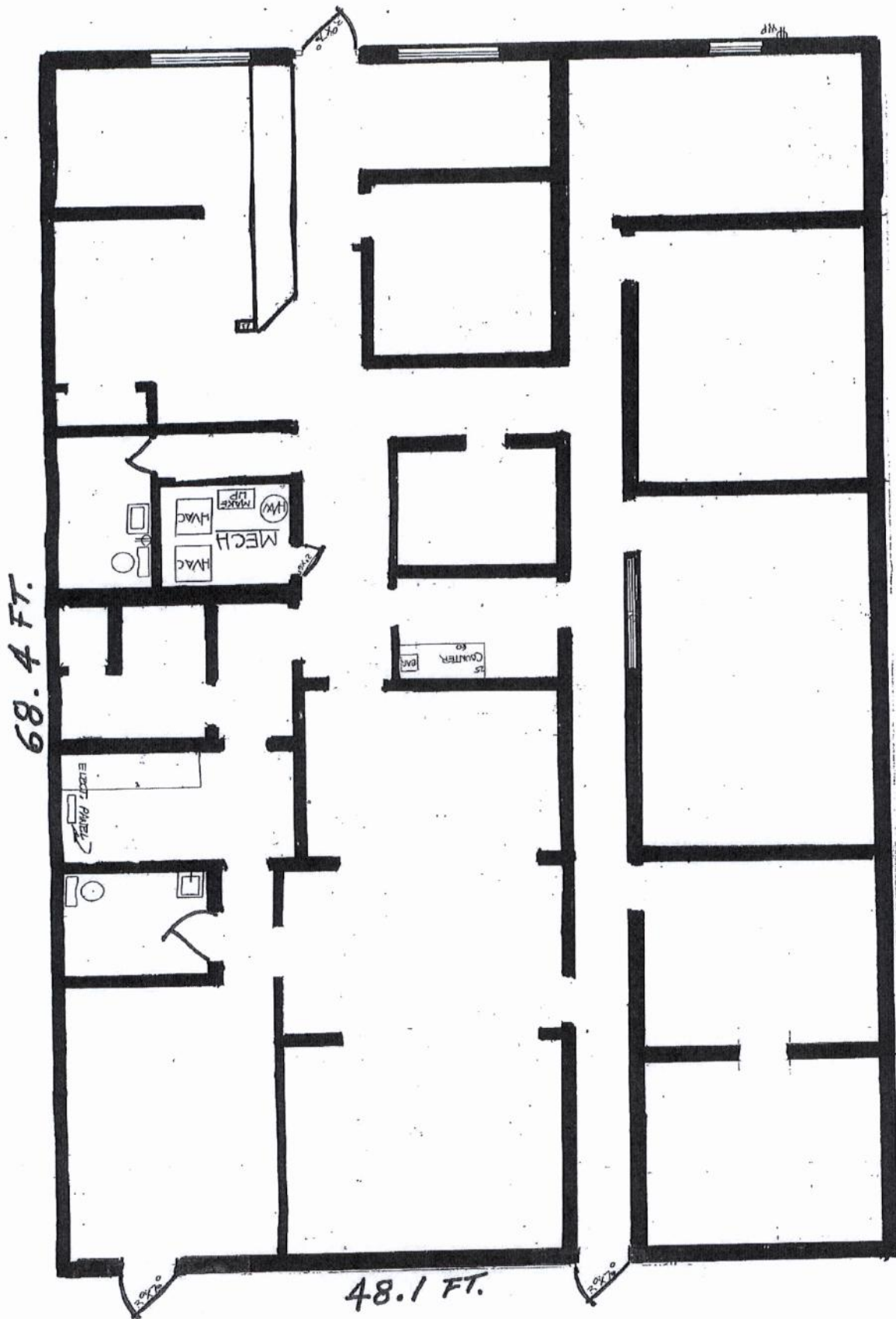
SAMPLE





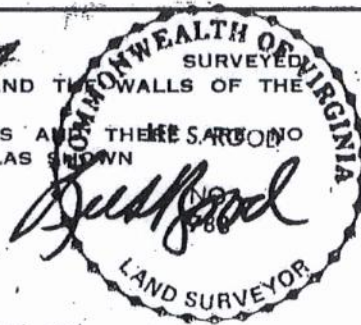




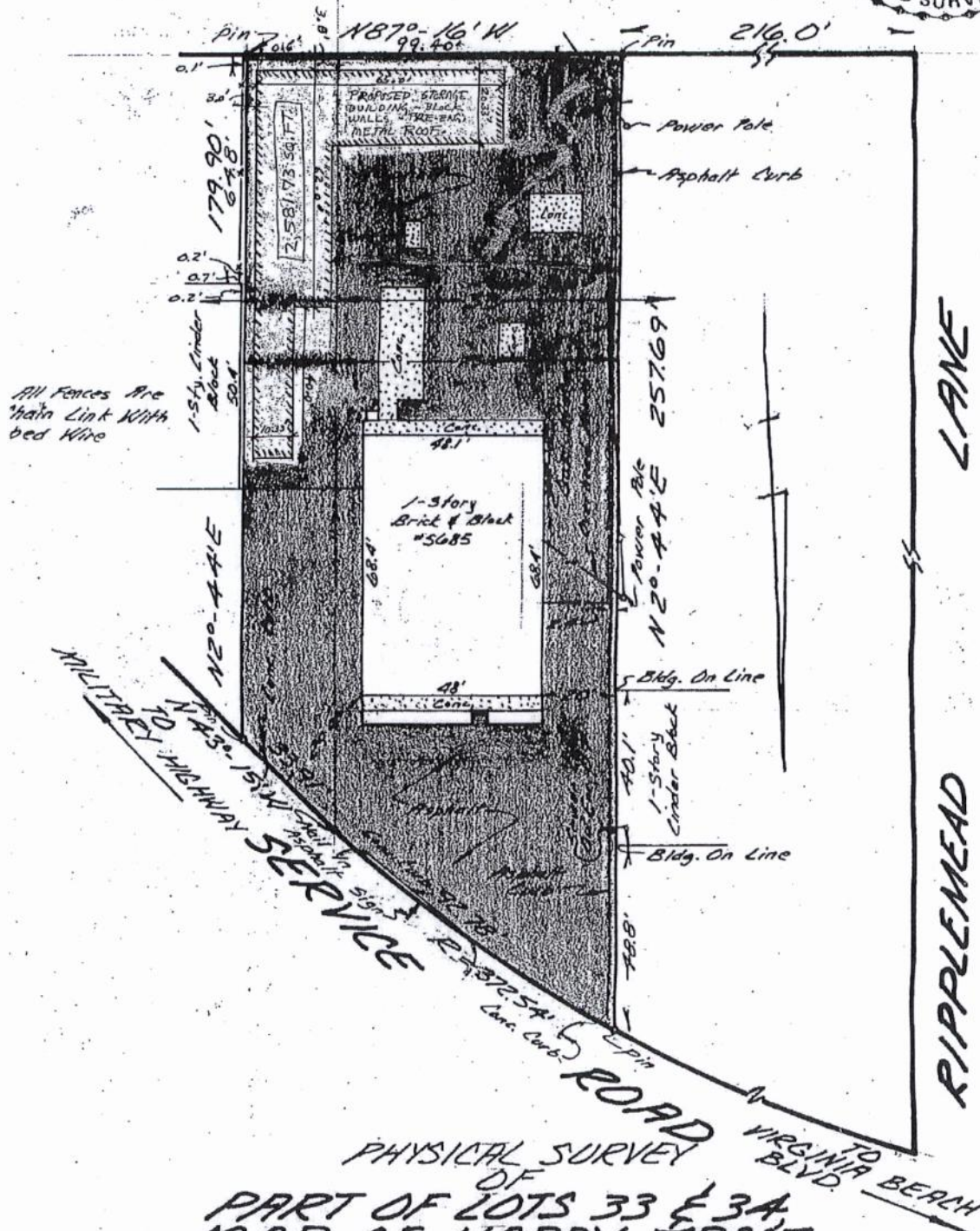


5685 EAST VA. BEACH BLVD
 NORFOLK VA. 23502
 EXISTING FLOOR PLAN
 SCALE: 1" = 3 1/2'

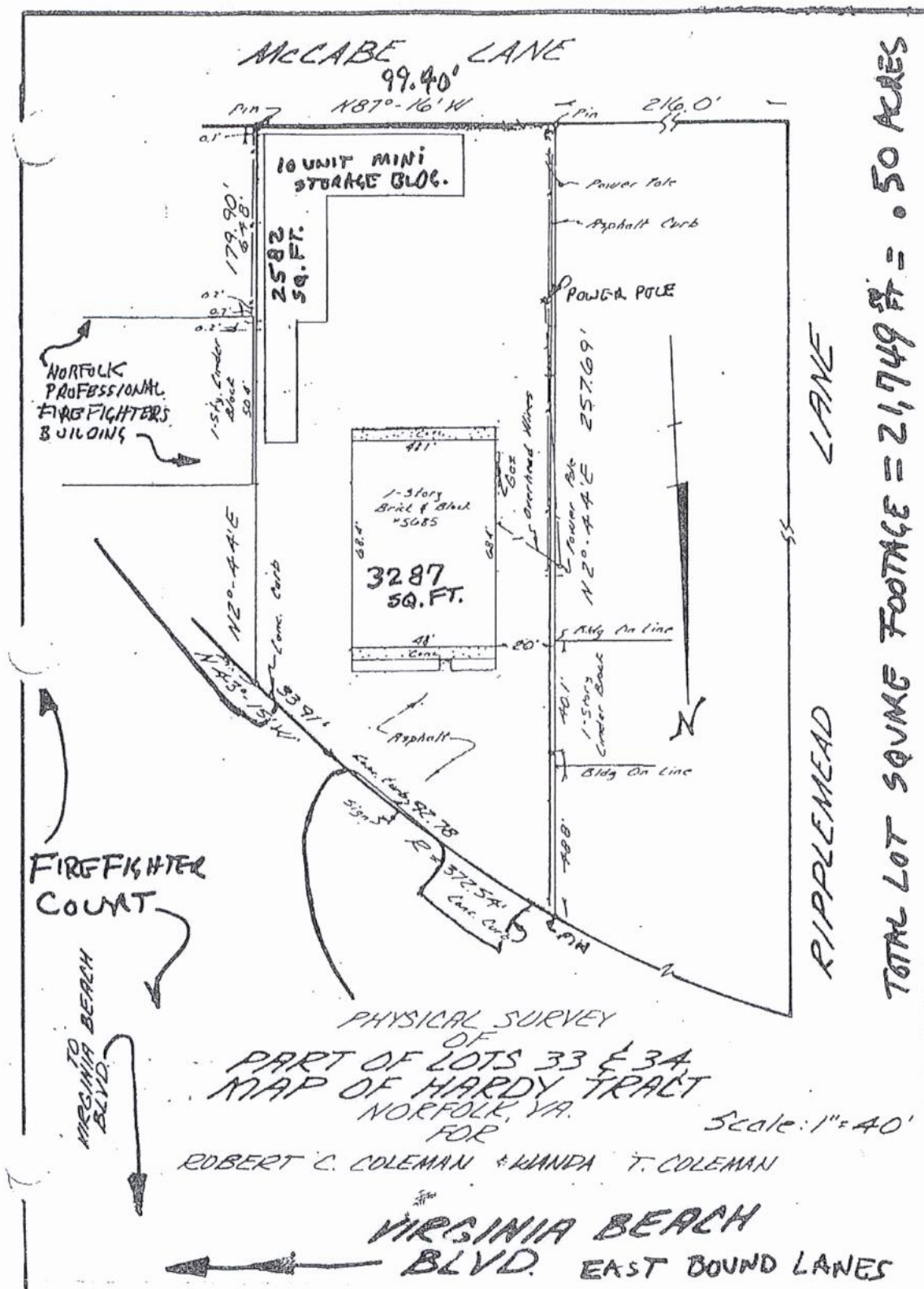
THIS IS TO CERTIFY THAT I ON **AUGUST 29, 1984**
 THE PROPERTY SHOWN ON THIS PLAT AND THAT THE TITLE LINES AND THE WALLS OF THE
 BUILDINGS ARE SHOWN ON THIS PLAT
 THE BUILDINGS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO
 ENCHROACHMENTS OF OTHER BUILDINGS ON THE PROPERTY EXCEPT AS SHOWN
 SIGNED



MCCABE LANE



PHYSICAL SURVEY
 OF
 PART OF LOTS 33 & 34
 MAP OF HARDY TRACT
 NORFOLK, VA.
 FOR
 ROBERT C. COLEMAN
 & WANDA T. COLEMAN
 Scale: 1" = 20' LEE S. ROOD
 Certified Land Surveyor
 AUGUST 29, 1984



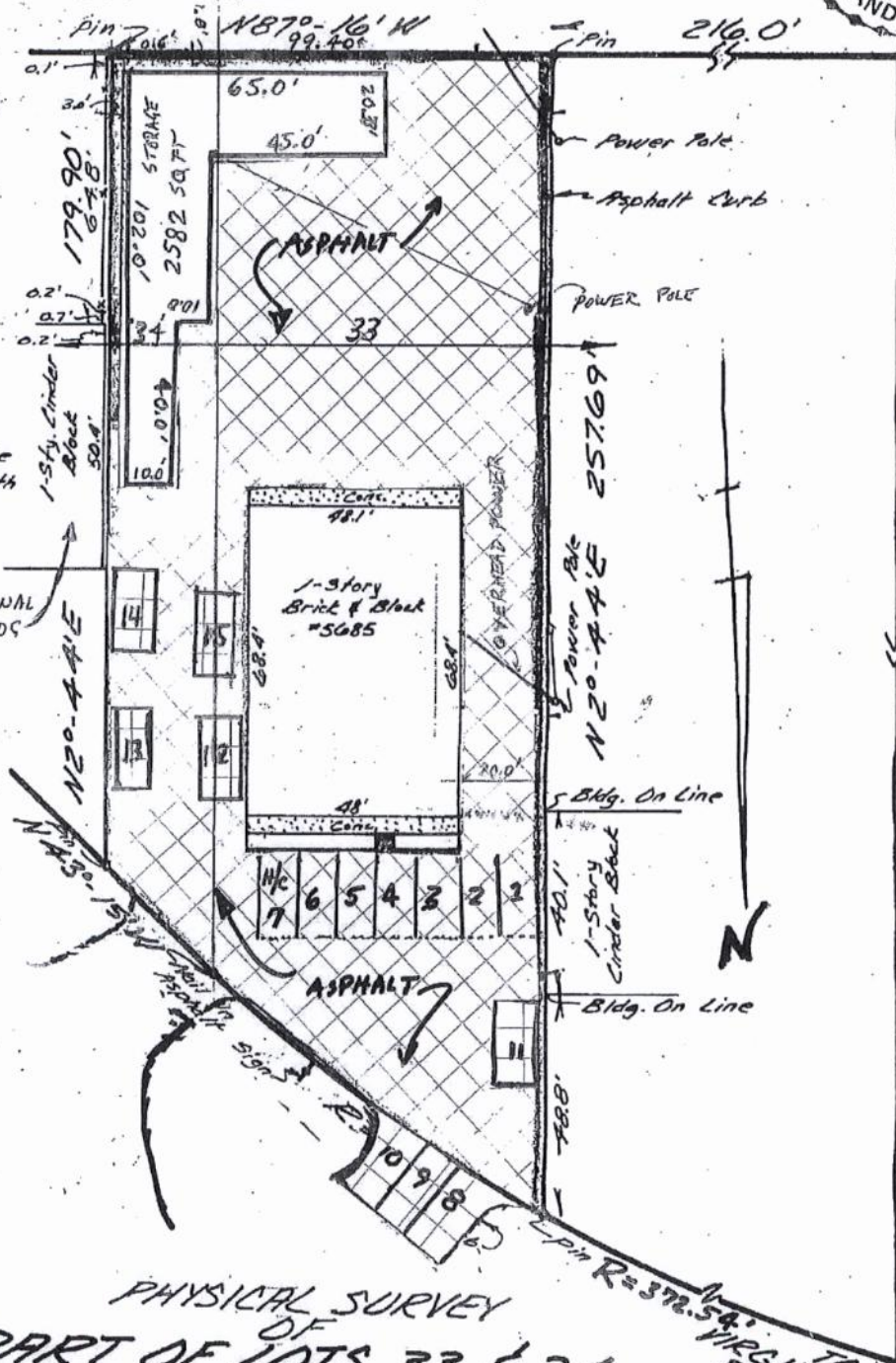
THIS IS TO CERTIFY THAT I ON AUGUST 24, 1984 SURVEYED THE PROPERTY SHOWN ON THIS PLAT AND THAT THE TITLE LINES AND THE WALLS OF THE BUILDINGS ARE SHOWN ON THIS PLAT
 THE BUILDINGS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENCHROACHMENTS OF OTHER BUILDINGS ON THE PROPERTY EXCEPT AS SHOWN
 SIGNED

Lee S. Rood
 LAND SURVEYOR

MCCABE LANE

LANE

RIPPLEMEAD



Note: All Fences Are 6' Chain Link With Barbed Wire

NORFOLK PROFESSIONAL FIRE FIGHTERS BLDG

PHYSICAL SURVEY OF PART OF LOTS 33 & 34 MAP OF HARDY TRACT NORFOLK, VA. FOR

ROBERT C. COLEMAN & WANDA T. COLEMAN

Scale: 1" = 20'

LEE S. ROOD
 Certified Land Surveyor
 Norfolk, Virginia

AUGUST 24, 1984

Ref. M.B. 11 Pg. 63 Clerk's Office VIRGINIA BEACH, VA. & D.B. 1121 Pg. 56 Clerk's Office Norfolk, Va.

F.B. 73 Pg. 50

Ref #: 77.25 & #10/35

15.271m

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J-E



The Looking Glass

Artisan Boutique and Gifts

Proposed Location: 5685 E. Virginia Beach Blvd.
Norfolk, VA 23502

Proposed Open Date: Early November 2015

Business Owner: Cheri Smith

Building Owner: Bob Coleman

About The Looking Glass Artisan Boutique

- Our boutique will benefit:

- ❖ **Retail Customers**

- We will be providing a new retail shopping experience for customers by providing one location for shopping one-of-a-kind gifts and home décor created from our local talented artisans, crafters, and up-cyclers.
- The shopping experience will be unique with each visit to the boutique as newly created merchandise will be available on a daily, weekly, and/or monthly basis.
- Customers will have an opportunity to meet our artisans as we showcase and provide an opportunity for a meet-and-greet on a monthly basis.

- ❖ **Artisans, Crafters, and Up-Cyclers**

- Our artisans are currently an underserved population of small business owners that rely mainly on local craft shows/trade shows, home sales, and selling via Facebook groups to reach the general public to sell their creations.
- We will provide a safe and low cost alternative to display their handmade and/or hand-touched creations in a professional retail environment.
- Our boutique will provide this population an opportunity to grow their small business by reaching a much broader population within the retail marketplace.

We are looking forward to being a fresh and new shopping destination within Norfolk and are hopeful to not only service customers in Norfolk but to also bring in customers from our neighboring cities within the Hampton Roads / Coastal Virginia area.

Sample Space Designs



Handmade signs out of recycled wood and frames



Handmade greeting cards and note paper



Handmade jewelry



Handmade wine bottle art

Blough, Christopher

From: Straley, Matthew
Sent: Wednesday, August 12, 2015 2:46 PM
To: 'Mabob_rawls@yahoo.com'
Cc: Riddick, Paul; Williams, Angelia M.; Goldin, Jamie; Blough, Christopher
Subject: new Planning Commission application - 5685 E Virginia Beach Boulevard
Attachments: Looking Glass.pdf

Mr. Rawls,

Attached please find the application for a special exception to operate an indoor flea market at 5685 E Virginia Beach Boulevard.

The item is tentatively scheduled for the September 24, 2015 Planning Commission public hearing.

Should you have any questions, please e-mail or call *Chris Blough* at (757) 664-6771, christopher.blough@norfolk.gov

Thank you.

Matthew Straley

GIS Technician II

Norfolk Department of City Planning

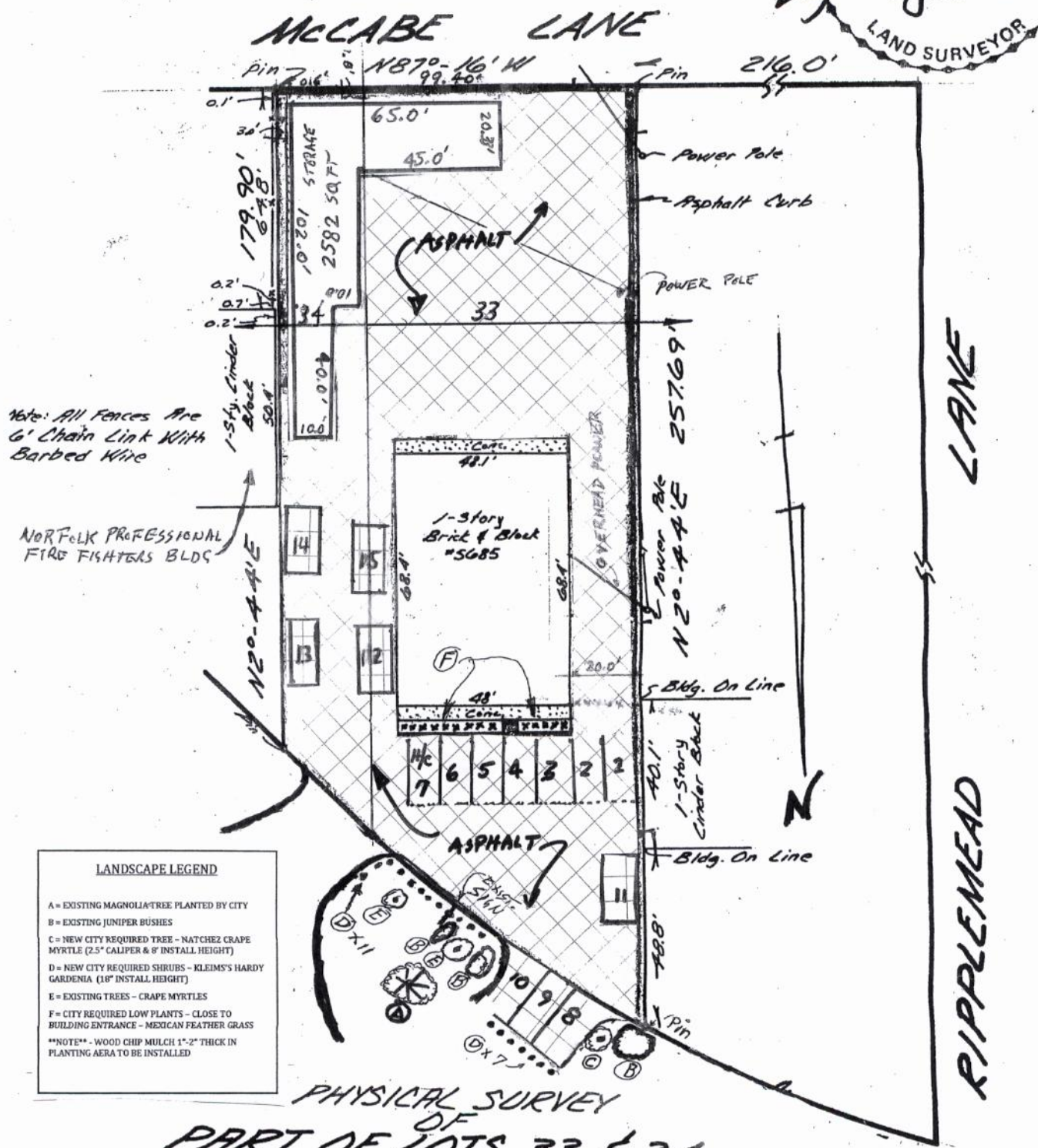
810 Union Street, Suite 508 | Norfolk, Virginia 23510

Matthew.Straley@norfolk.gov | Tel: 757-664-4769 | Fax: 757-441-1569

THIS IS TO CERTIFY THAT I ON **AUGUST 29, 1984** SURVEYED THE PROPERTY SHOWN ON THIS PLAT AND THAT THE TITLE LINES AND THE WALLS OF THE BUILDINGS ARE SHOWN ON THIS PLAT

THE BUILDINGS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENCHROACHMENTS OF OTHER BUILDINGS ON THE PROPERTY EXCEPT AS SHOWN
SIGNED

Lee S. Rood
LAND SURVEYOR



LANDSCAPE LEGEND

- A = EXISTING MAGNOLIA TREE PLANTED BY CITY
- B = EXISTING JUNIPER BUSHES
- C = NEW CITY REQUIRED TREE - NATCHEZ CRAPE MYRTLE (2.5" CALIPER & 8' INSTALL HEIGHT)
- D = NEW CITY REQUIRED SHRUBS - KLEIM'S HARDY GARDENIA (18" INSTALL HEIGHT)
- E = EXISTING TREES - CRAPE MYRTLES
- F = CITY REQUIRED LOW PLANTS - CLOSE TO BUILDING ENTRANCE - MEXICAN FEATHER GRASS
- **NOTE** - WOOD CHIP MULCH 1"-2" THICK IN PLANTING AREA TO BE INSTALLED

PHYSICAL SURVEY
OF
PART OF LOTS 33 & 34
MAP OF HARDY TRACT
NORFOLK, VA.
FOR

ROBERT C. COLEMAN
& WANDA T. COLEMAN

Scale: 1" = 20'

LEE S. ROOD
Certified Land Surveyor

AUGUST 29, 1984

Ref: M.B. 11 Pg. 63 Clerk's Office
VIRGINIA BEACH, VA. & D.B. 1121
Pg. 56 Clerk's Office Norfolk, Va.

Norfolk, Virginia

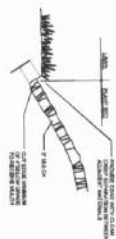
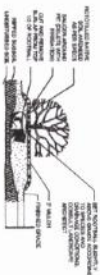
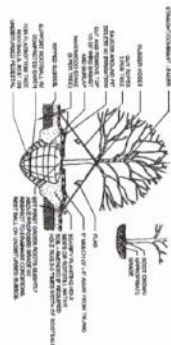
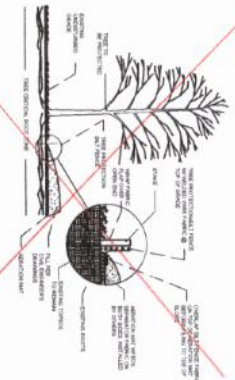
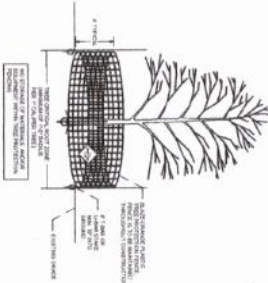
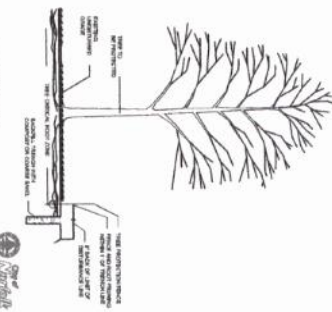
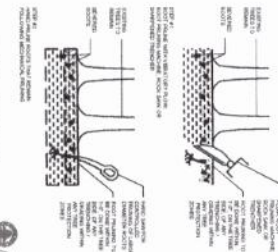
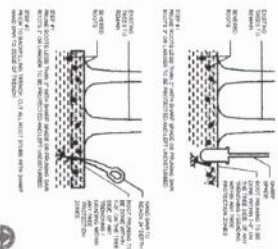
F.B. 73 Pg. 50

Ref # 77.25 & # 10.135

15 271m

JDL JR

J-E



PLANT SCHEDULE		COMMON NAME	SPACING	SEED	WIND HT.	COMMENTS
QTY	SCIENTIFIC NAME					
TREES						
#	SPACINGS	-	-	2.5' CxH	8' HT.	Specimen
#				# CxH	# CxH	FxH Downs
#	Plowing Area between main road & road	-		# CxH	14' HT	
#	Trunk Corridor - Eucalyptus Corridor	-		# CxH	30' HT	
#	Plowing Area between main road & road	-		# CxH	40' HT	FxH Downs
#	GROUNDCOVER / HERBACEALS	-		# CxH		FxH Downs

General Landscape Notes

- (1) All trees shall be a minimum of 7.5 inches in caliper and eight (8) feet in overall height at the time of installation, and of a variety which shall attain a mature spread of at least twenty (20) feet.
- (2) All plant materials shall meet the minimum specifications and standards described in the most current edition of American Standard for Nursery Stock, 1986, published by the American Association of Nurserymen, 12501 Street, N.W., Suite 500, Washington, D.C. 20005.

- (3) Planting season restrictions:

- (i) All fill and burial plant material shall be installed from October 15 to March 15, unless otherwise authorized by the Department of Recreation, Parks and Open Space.
- (ii) All container grown plant material shall be installed from September 15 to May 15, unless otherwise authorized by the Department of Recreation, Parks and Open Space.

- (iii) Any other dates not listed above in this section shall be considered out-of-season. In such cases, a bond or other form of surety covering the cost of installation of all landscape material and construction shall be required in conformance with provisions set forth in section 17-12.

- (1) Installation of fencing: Approved protective tree fencing shall be installed along the outer edge of and completely surrounding the critical root zones of all trees marked for

- (2) **Grading and construction equipment.** All grading and construction equipment, construction material, supplies, and vehicles shall remain outside of tree preservation fencing.

- Removal of trees designated for preservation.*

- (1) In the event that a tree designated for preservation is destroyed or permanently disfigured or significantly damaged during the construction process, the tree shall be replaced with a new tree or trees. The replacements shall total the same number of caliper trunk inches as that of the tree(s) destroyed in diameter at common breast height.

- Tree Permit*
- (1) A City Issued Tree Permit must be acquired if any tree pruning will be required on any of the trees within the right of way/ City of Norfolk property prior to any ground disturbance.

- (2) The City Issued Tree Permit will require a Certified Arborist to trim or remove trees on City of Norfolk Property/ right of way.

[illegible]